

## *Chapter 4 - Working with Others*

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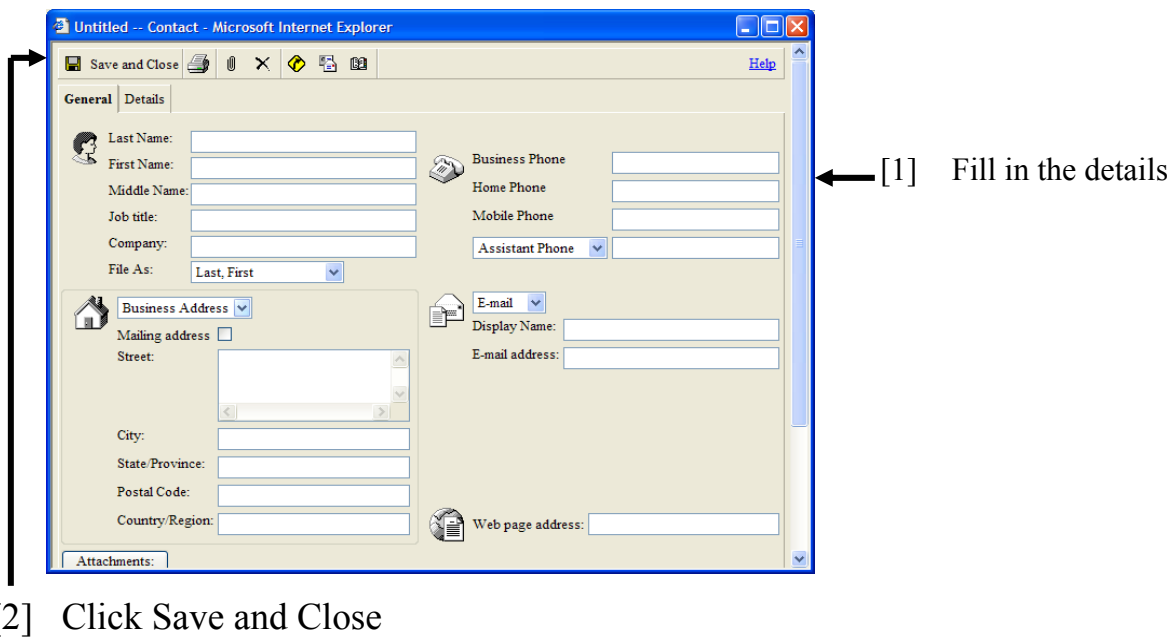
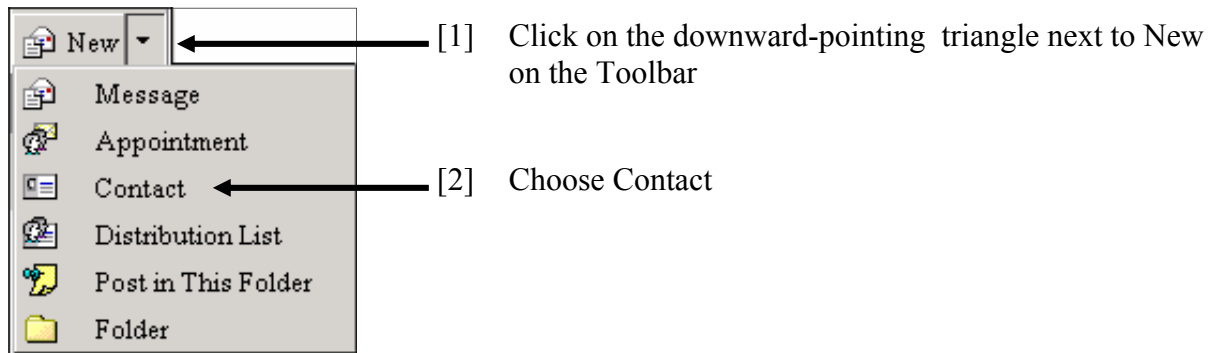
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## *Working with contacts*

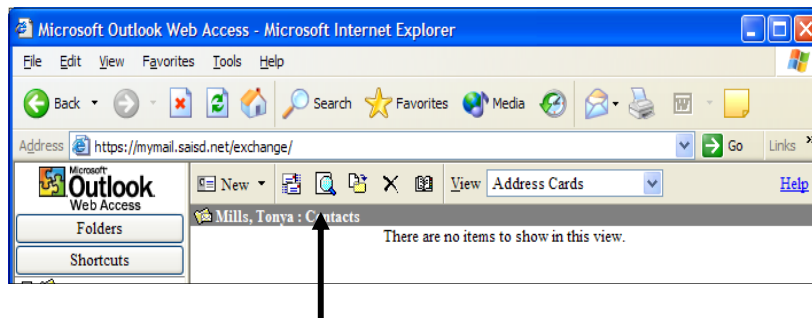
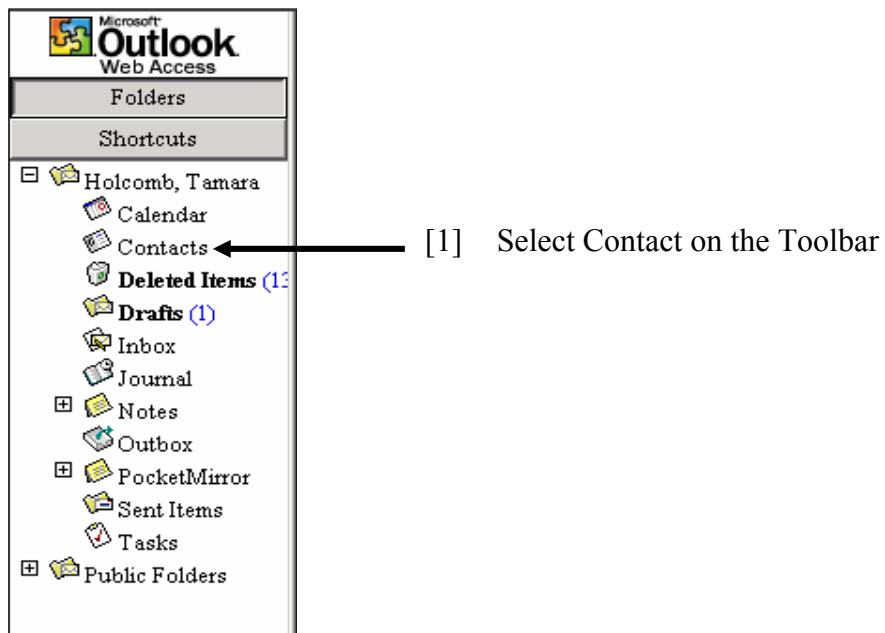
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- Contacts are personal addresses you can modify.

### Adding new contacts

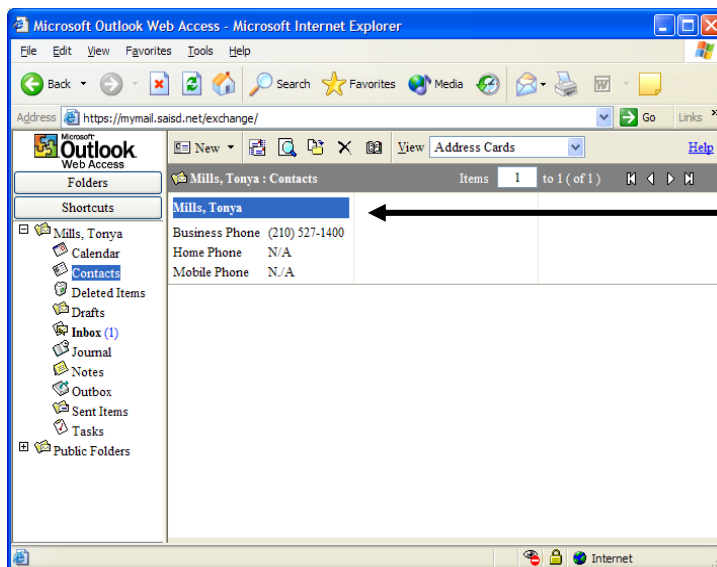


## To find a contact



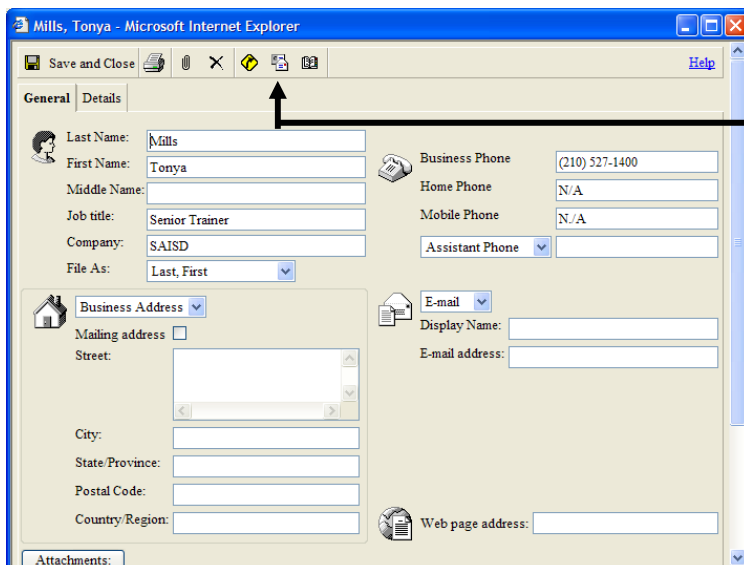
Enter search word or phrase, then click Find Now

## Send a message to a contact



[1]

Double click on the contact to open in the Contact Window

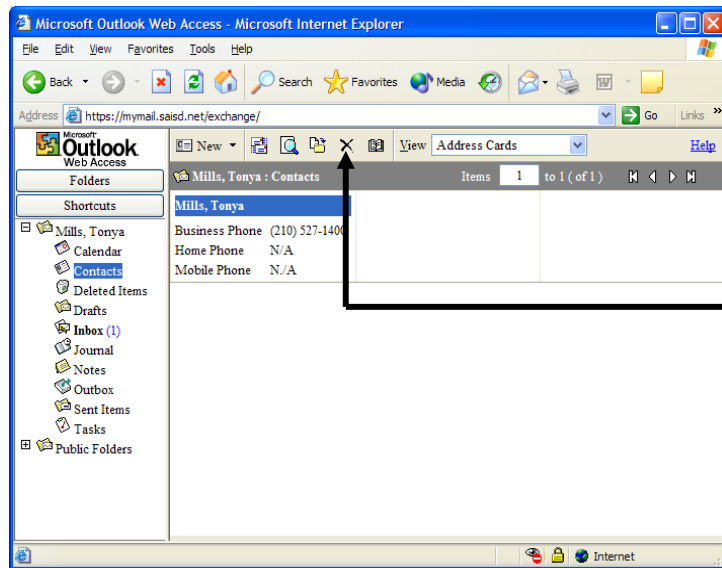


[1]

Click the Send Mail to Contact button

Type message and subject and click Send

## Delete a contact



[1] Select a contact

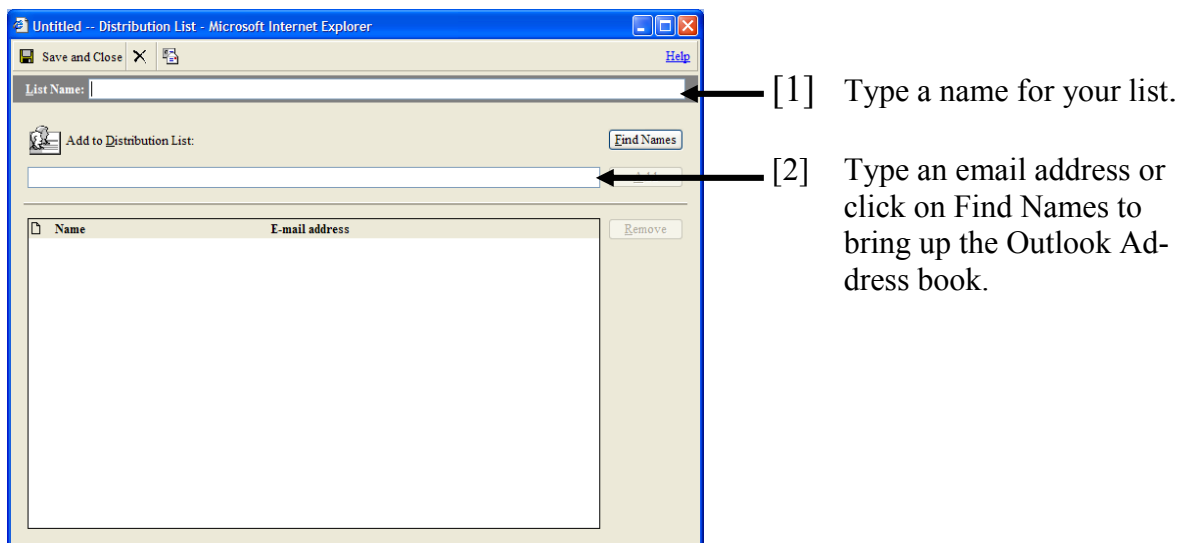
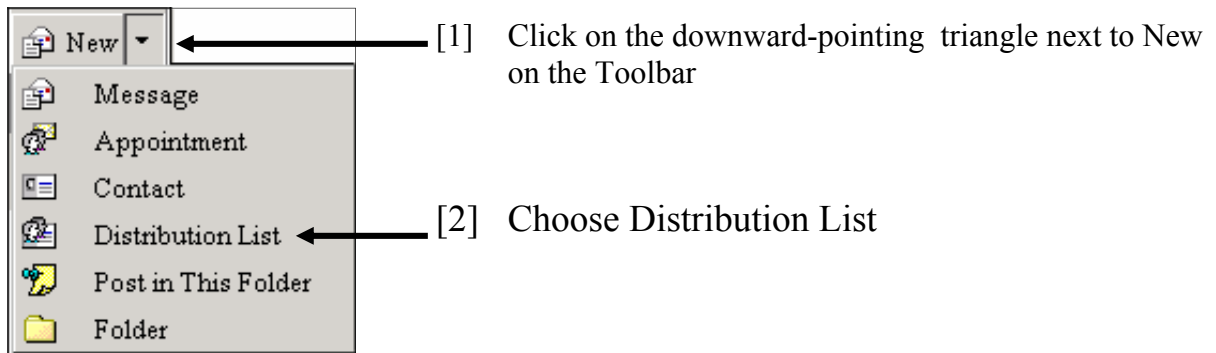
[2] Click once on the Delete button

Note: This will IMMEDIATELY delete your contact. You will not receive a warning dialog box.

## Working with Distribution List

- Distribution lists allow you to send a piece of e-mail to several people at once.

### Creating a Distribution List



**Find Names -- Web Page Dialog**

Display name:

Last name:  First name:

Title:  Alias:

Company:  Department:

Office:  City:

Name	Phone	Alias	Office	Job title
Michael, Candace	532-4241	CMichael		Asst. Admin
Middleton, Roy	735-9331	RMiddleton		Stadium Man
Mier, Elizabeth	299-5555	EMier	Accounts Payable	Clerical Aide
Miles, Ruth	223-9031	RMiles		Counselor
Milks, Diana	354-3686	DMilks		Curriculum S
Miller, Patricia	822-7823	pmiller		Custodian
Mitchell, Sharron	225-2406	SMitchell		Supervisor
Mitts, Kenneth	733-8521	kmitts		Teacher

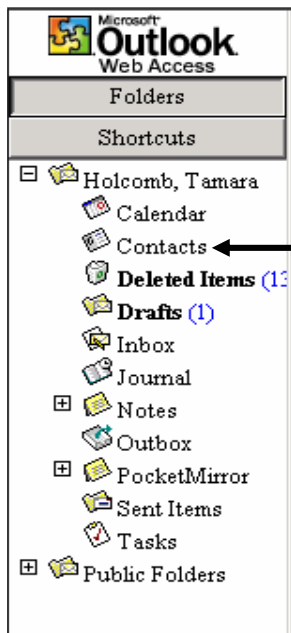
Add recipient to...

[1] Find the person in the Address book and select them in the resulting list.

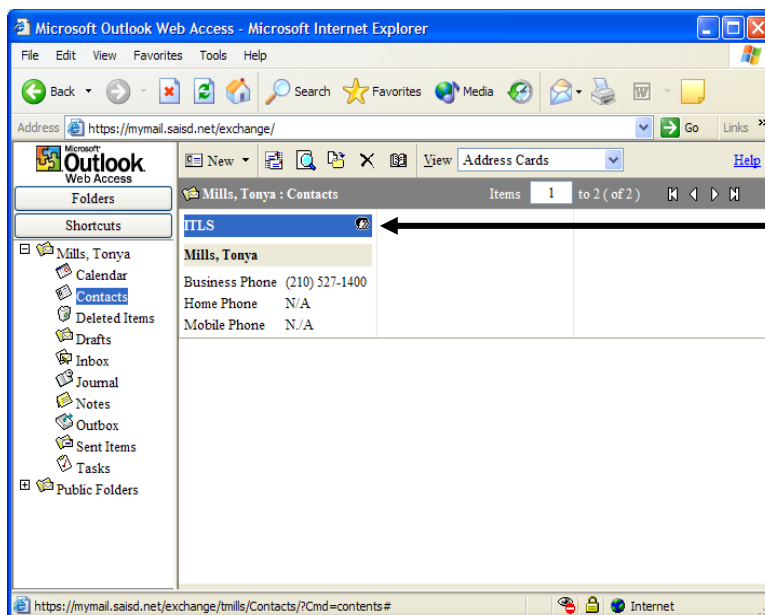
[2] Click on Add to Distribution List

Continue to add people to your list. Click Close to close the address book

## Send a message to members of a Distribution List

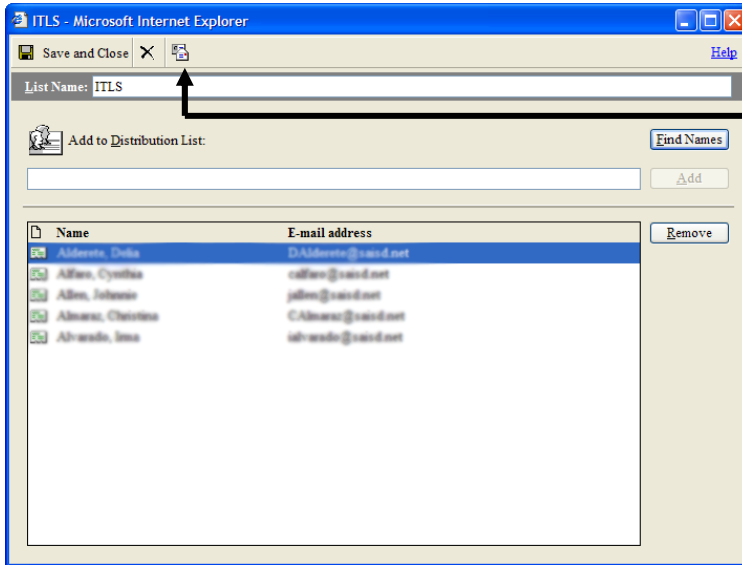


[1] Select Contact on the Toolbar



[1] Double click on the Distribution list





[1]

Click the Send Mail to List button

Type your subject and message and click Send

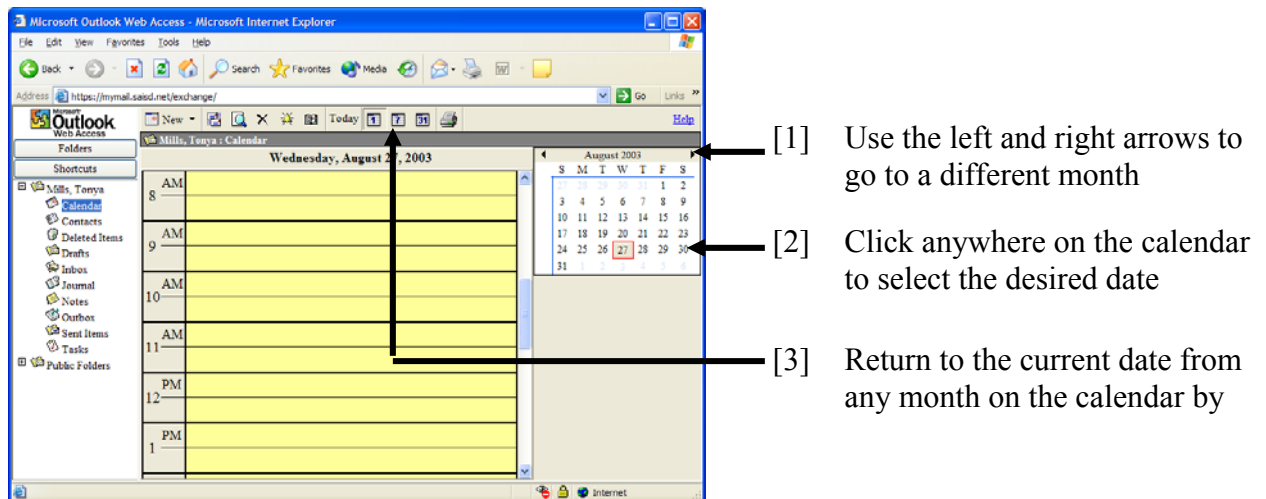
Type message and subject and click Send

## Working with the calendar

- The Calendar option allow you to arrange your schedule and create meetings

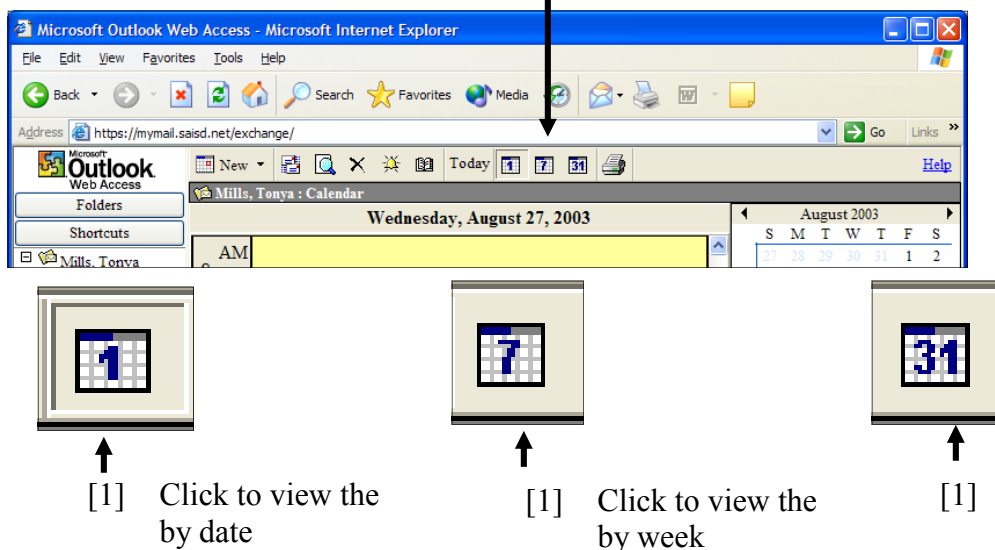
### Date Navigator

- Use to select a specific date (dates with scheduled items are in Bold)
- Today's date is outlined in Red.



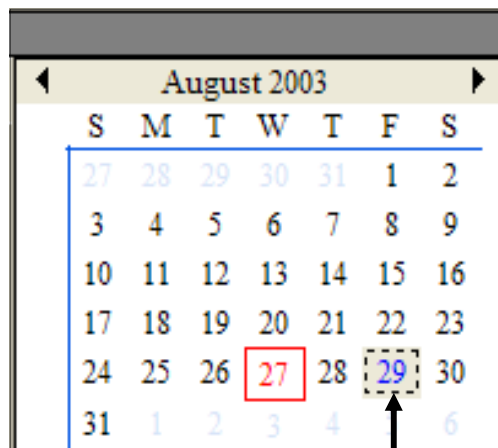
### Selecting a View

- To change your views, click on the view buttons located on the main toolbar at the top of the window.

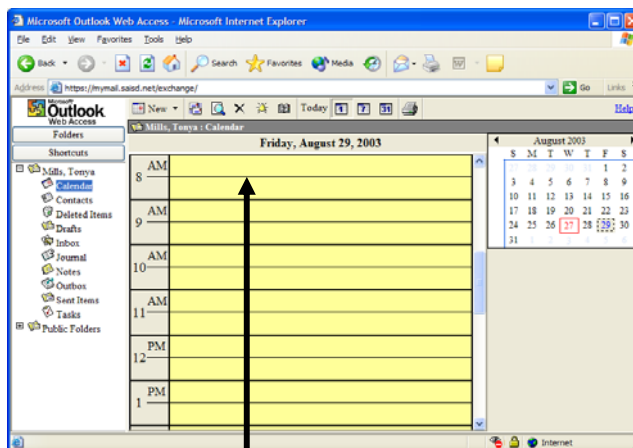


## Creating appointments

- An appointment is an activity for a specific duration.



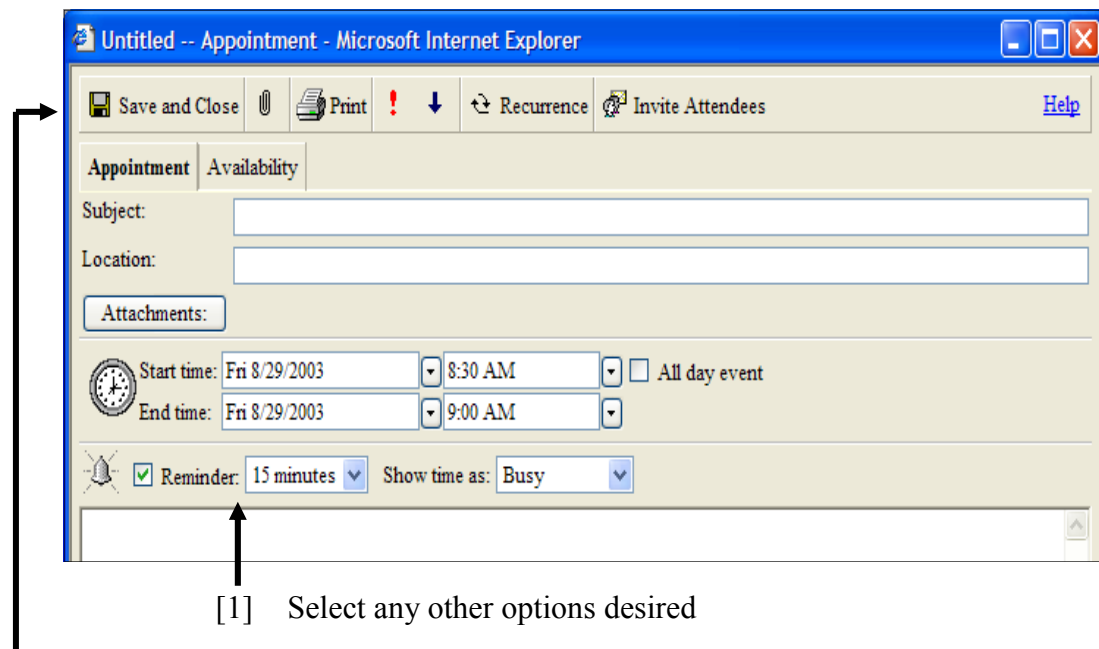
[1] Using Date Navigator, select the day for appointment



[1] Double click on the desired start time

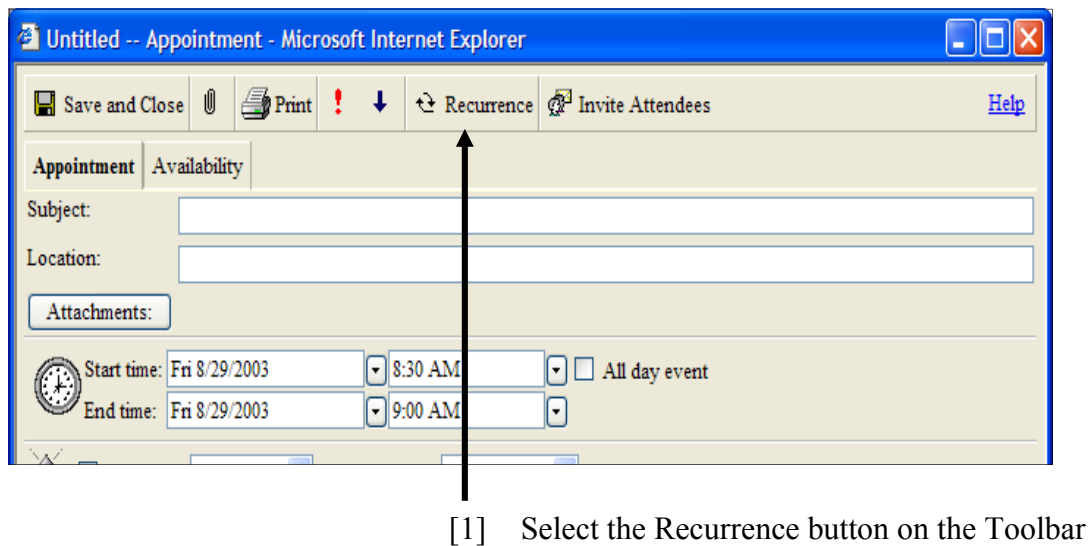
[1] Enter the Subject and Location information

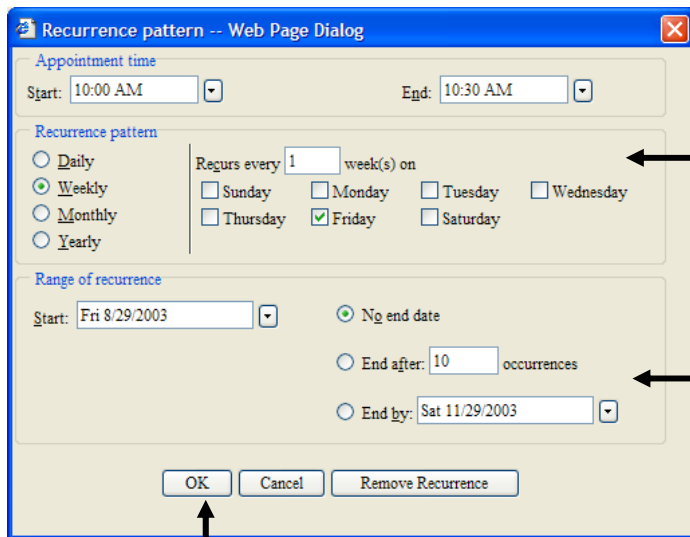
[2] Enter the end time to change the default time



## Creating recurring appointments

- Create a new appointment





**Recurrence pattern -- Web Page Dialog**

Appointment time  
 Start: 10:00 AM End: 10:30 AM

Recurrence pattern  
☐ Daily  
☒ Weekly  
☐ Monthly  
☐ Yearly

Rekurs every 1 week(s) on  
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☒ Friday ☐ Saturday

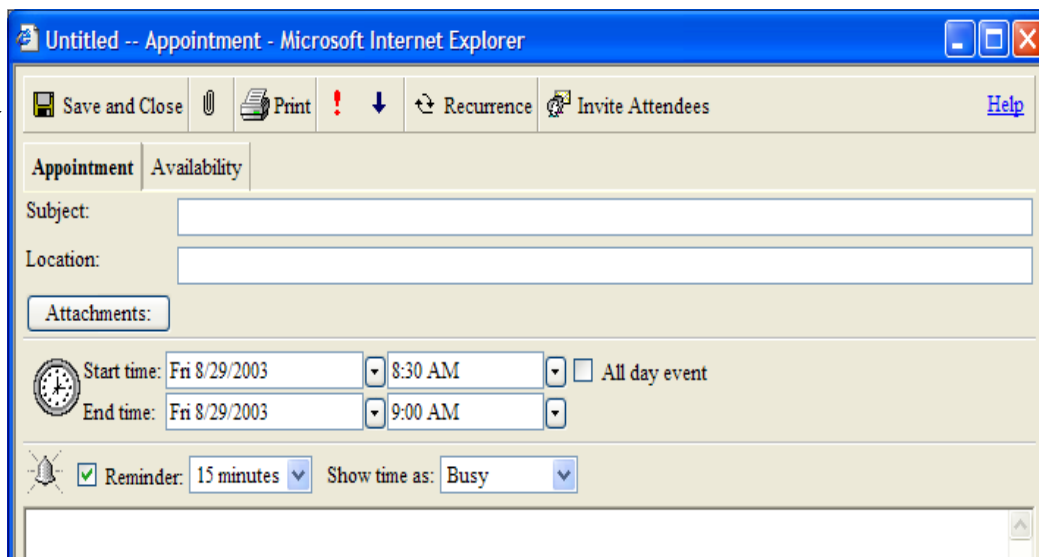
Range of recurrence  
 Start: Fri 8/29/2003  
☒ No end date  
☐ End after: 10 occurrences  
☐ End by: Sat 11/29/2003

OK Cancel Remove Recurrence

[1] Select the Recurrence Pattern (Daily, Weekly, Monthly or Yearly) of appointment

[2] Select options for Recurrence Pattern

[1] Select OK



**Untitled -- Appointment - Microsoft Internet Explorer**

Save and Close Print Recurrence Invite Attendees Help

Appointment Availability

Subject:

Location:

Attachments:

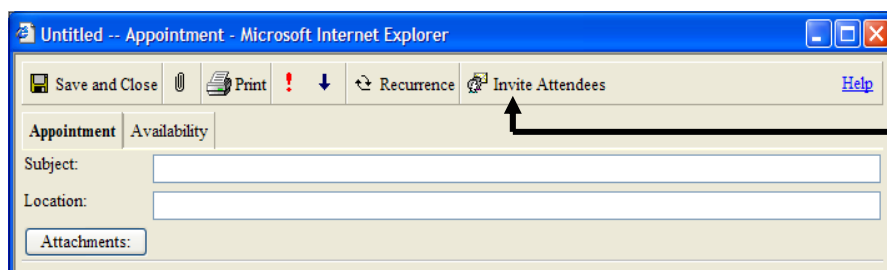
Start time: Fri 8/29/2003 8:30 AM All day event  
 End time: Fri 8/29/2003 9:00 AM

Reminder: ☒ 15 minutes Show time as: Busy

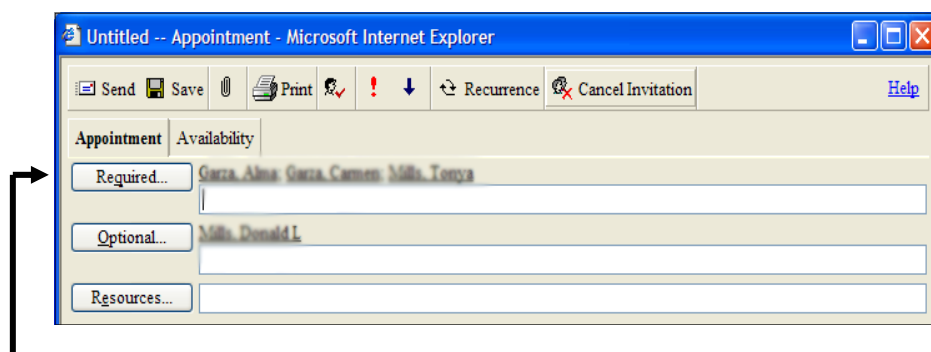
[1] Select Save and Close

## Planning a meeting

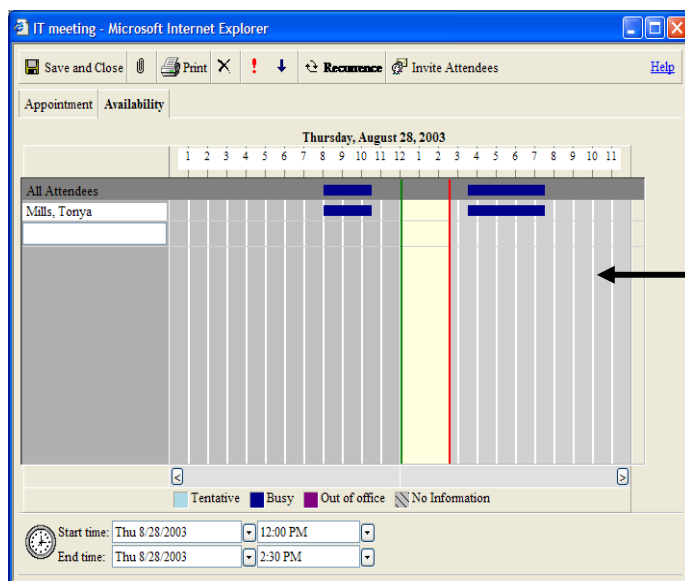
- Meeting Planner shows free/busy time for people and resources to plan a meeting
- Create a new appointment



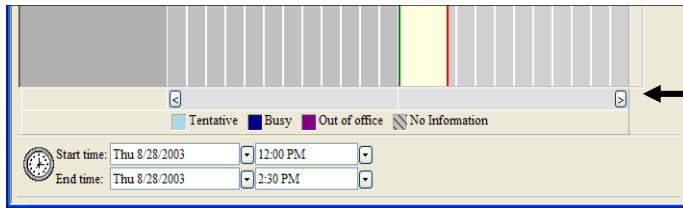
[1] Select Invite Attendees button on the Toolbar



[1] Click Required to bring up the address book and select required attendees.



[1] Check Availability to check attendees Outlook calendars for conflicts. The grid on the right will show free and busy times for each attendee

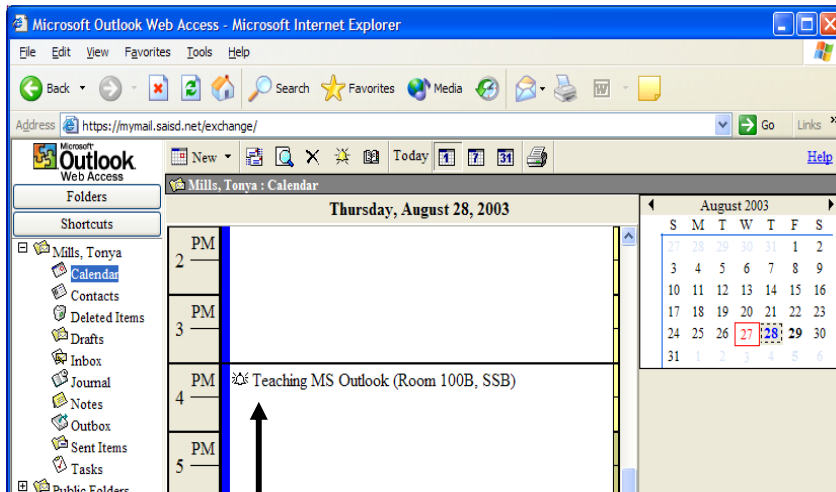


[1] To change the day and time, use the scroll bars

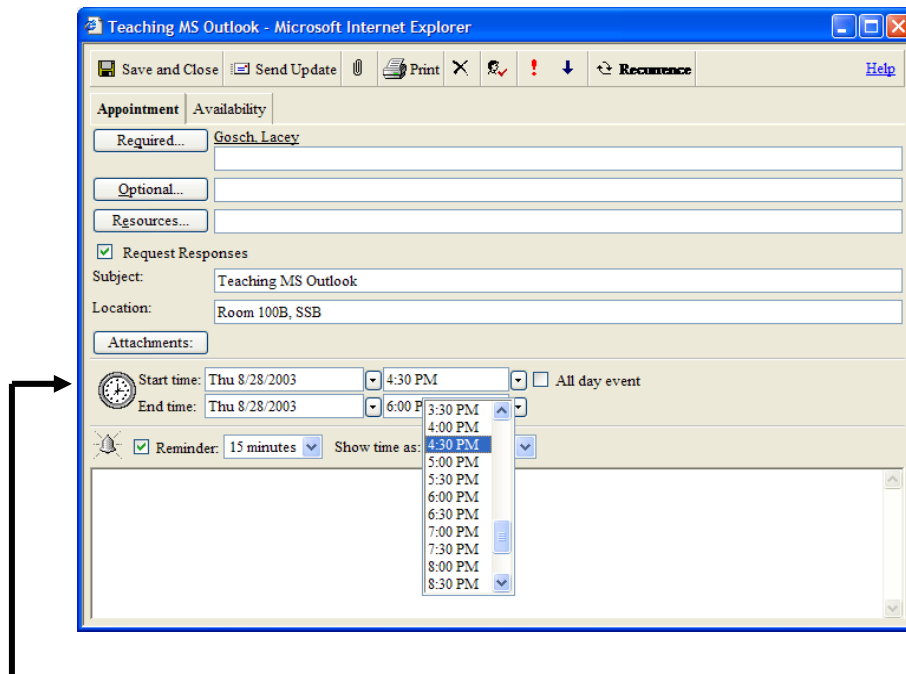
[1] Fill in other meeting information as appropriate

[2] Click Send

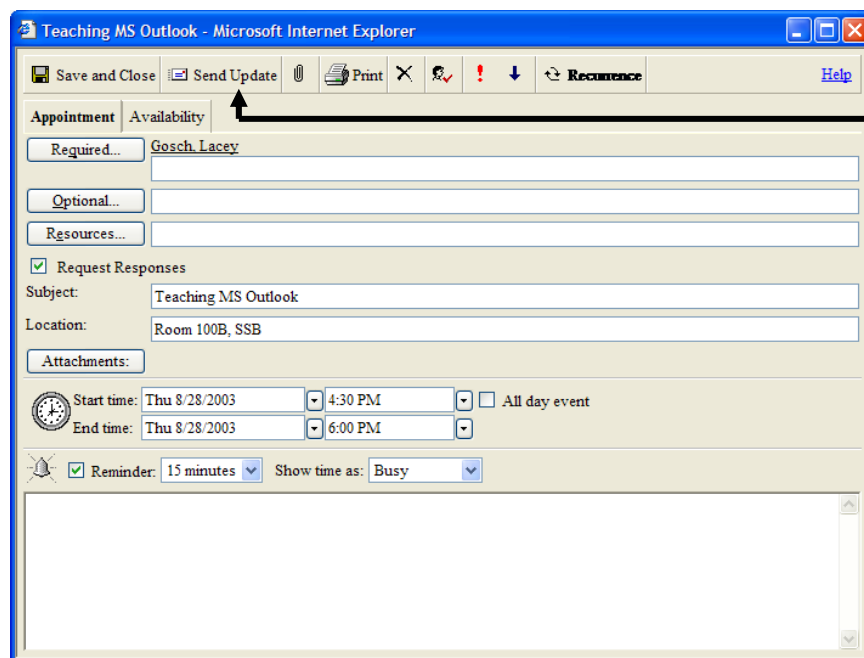
## Reschedule a meeting



[1] Double click on meeting in the Calendar



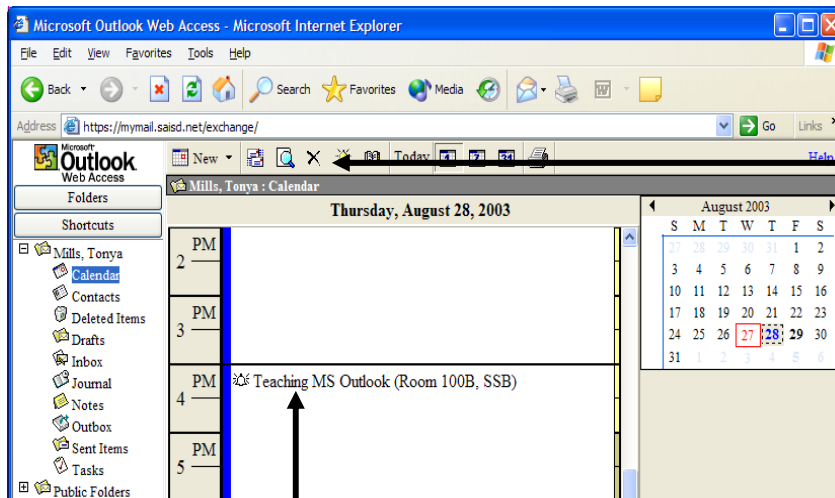
[1] Change the meeting time and date, save and close



[1] Select Send Update button on Toolbar, save and close



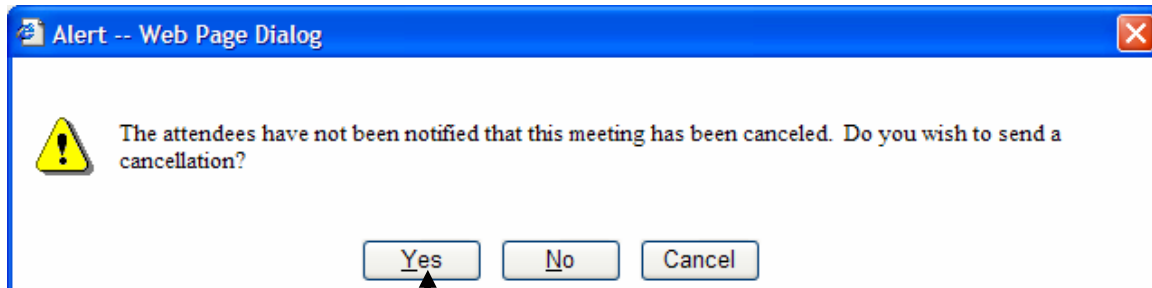
## Cancel a meeting



[1] Go to the calendar and select a meeting

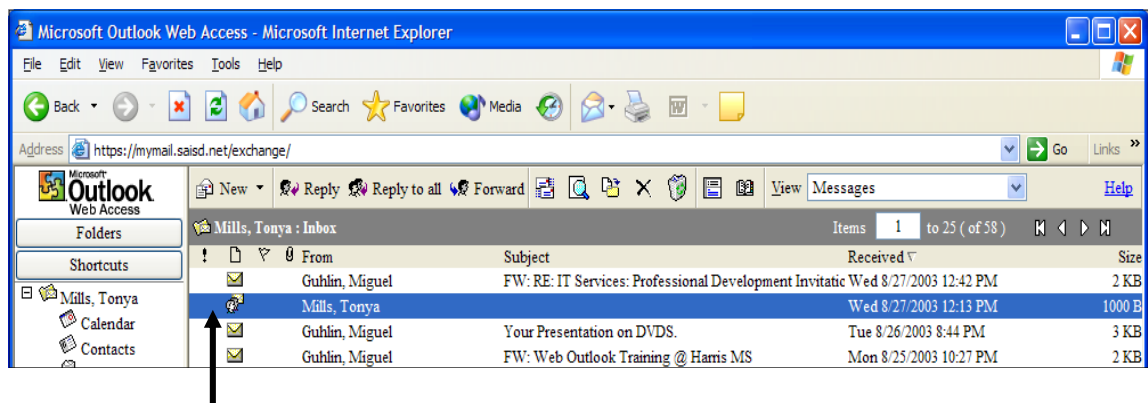
[2] Press the Delete key

- The Alert dialog box will open.

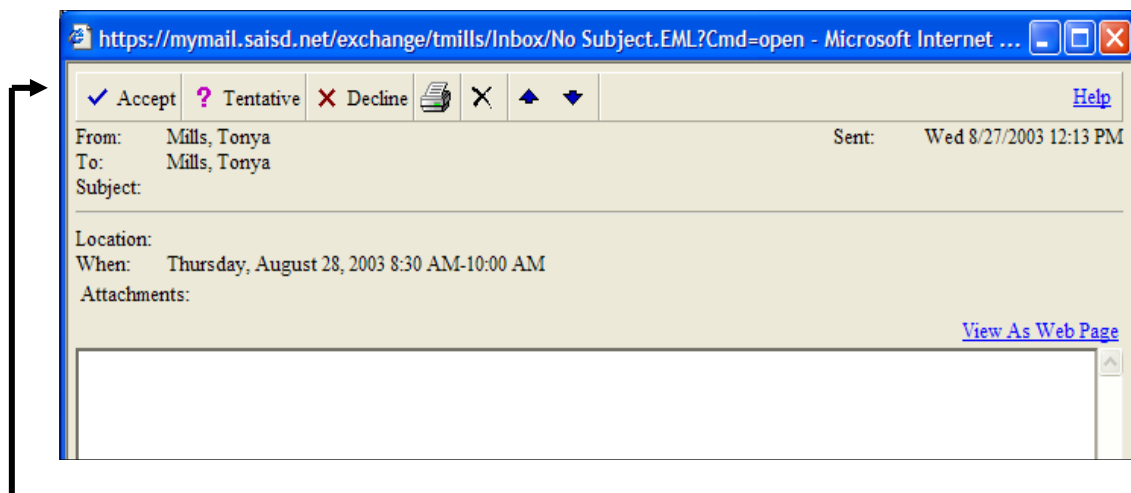


[1] Select "Yes, you want to notify attendees"

## Reply to a meeting request



[1] Open a request from the Inbox



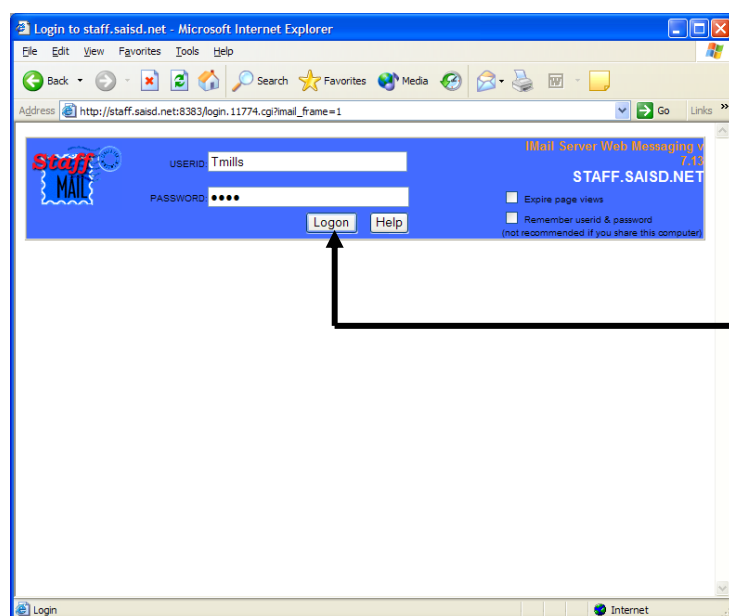
[1] Select either Accept, Tentative, or Decline on the Toolbar

## How to Forward e-mail from your Staff mail account

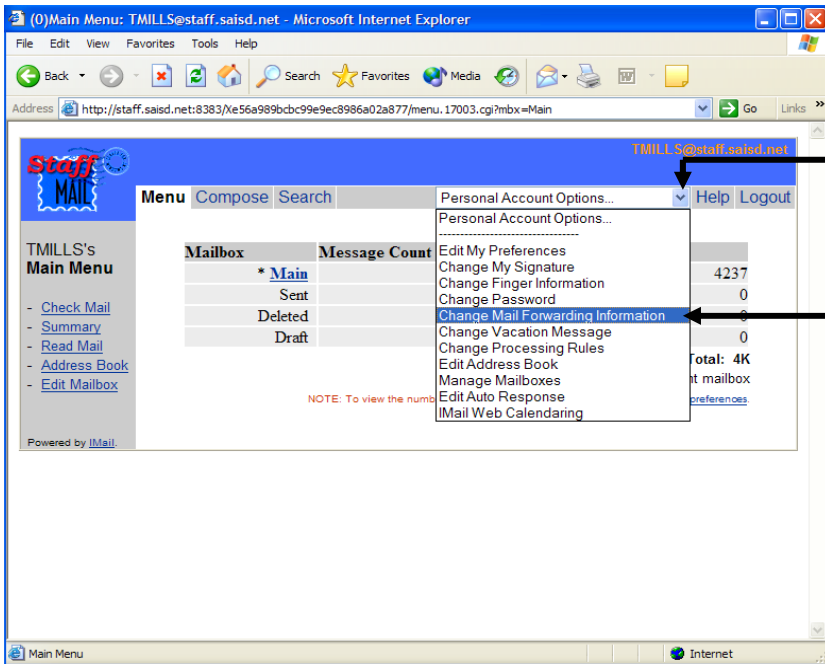
- Soon teachers from iMail and Staff email accounts will be moved to new Web Outlook accounts.
- This is the same system all administrative support staff currently have access to via the District's web page.

The timeline is as follows:

Date	Change
September 9, 2003	<ol style="list-style-type: none"><li>1. All campuses notified of transition to Web Outlook from iMail/Staff email accounts</li><li>2. Usernames and passwords will be handed out to campus technology representatives on September 9. CTRs will also have access to the Web Outlook tutorial online as <a href="http://itls.saisd.net/ctr">http://itls.saisd.net/ctr</a></li><li>3. Each campus should designate a Web Outlook trainer to attend Train the Trainer sessions offered by Instructional Technology during September and October, 2003.</li><li>4. From September 9—November 1, professional staff with iMail/Staff accounts will have the opportunity to “forward” email to their new Outlook account. This procedure is explained in the tutorial all professional staff will have access to via the ITLS web site.</li><li>5. All new staff will receive Outlook accounts when they are processed through Human Resources.</li></ol>

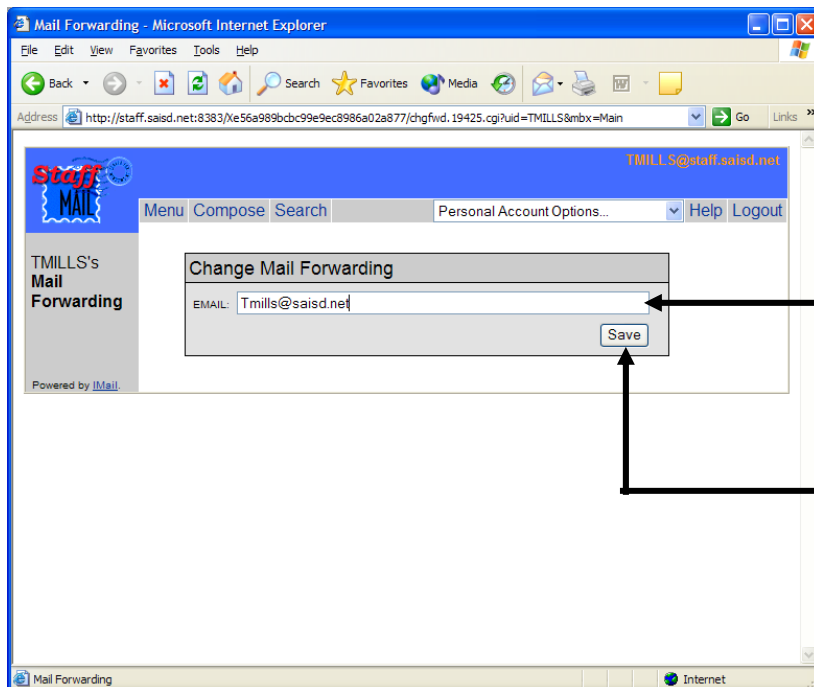


[1] Log in to your Staff (or iMail) account



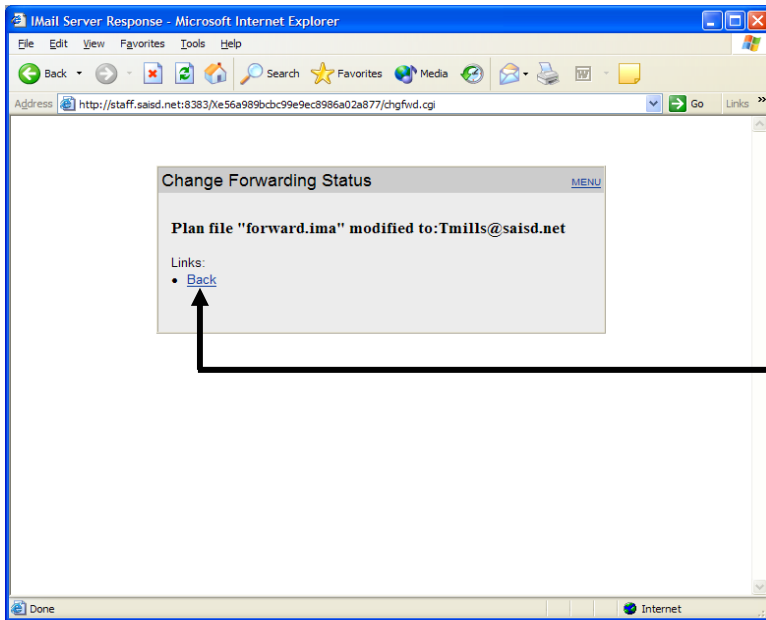
[1] Click on the triangle next to Personal Account Options to show the drop down menu

[2] Choose Change Mail Forwarding Information

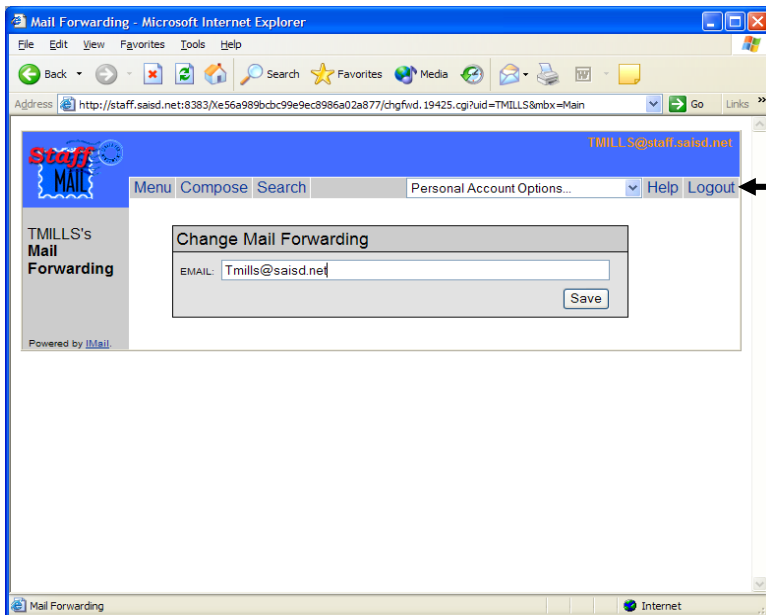


[1] Type in your new MS Web Outlook email address

[2] Click Save



[1] Click Back



[1] Click to Logout of your Staff (iMail) account

- All new incoming mail should now go to your new Microsoft Web Outlook account.
- If you have older mail messages that you wish to save, forward these mail messages to your new Microsoft Web Outlook account.

## *How to Log Off your account*

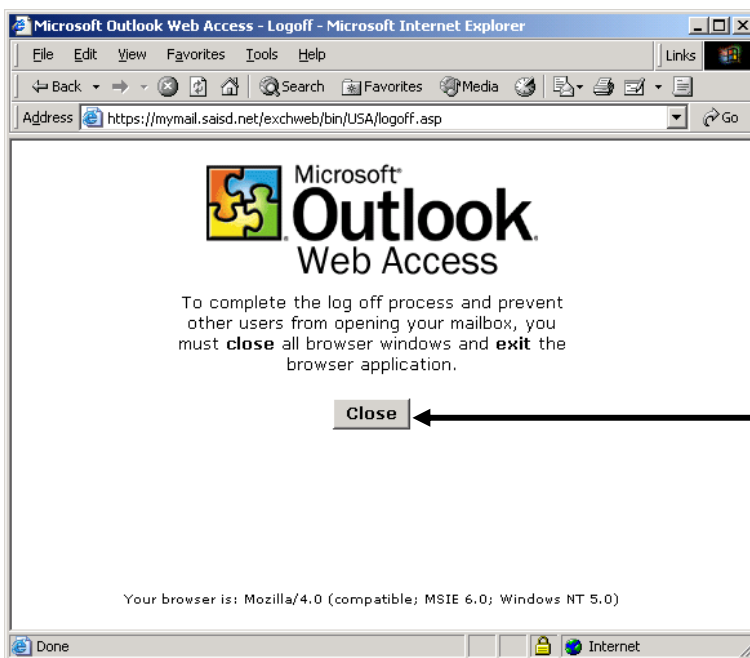
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- Remember to log off before you leave your computer. This will prevent others from being able to read your email.

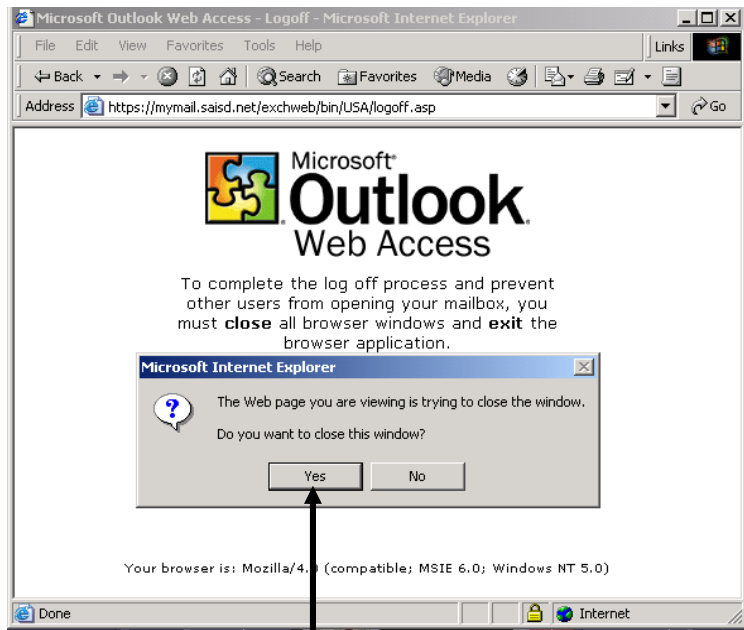


Note: You must log off and close all the browser windows before Microsoft Web Outlook is “officially” closed.

[1] Click Log Off



[1] Click Close



[1] Click Yes and close any open Internet browser windows

